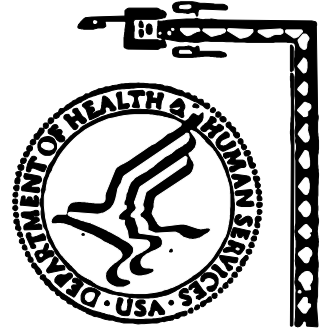




DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT:
CH-06-132

OPENING DATE:
September 19, 2006

CLOSING DATE:
October 2, 2006

POSITION:
SUPPLY CLERK/
SUPPLY TECHNICIAN

LOCATION AND DUTY STATION:
PHS INDIAN HOSPITAL, CHINLE, AZ
GENERAL SERVICE DEPT.

GRADE/SALARY:
GS-2005-04, \$25,338 - 32,944 PER ANNUM;
GS-2005-05, \$28,349 - 36,856 PER ANNUM

NUMBER OF VACANCIES:
ONE VACANCY; PCN#: 071905

APPOINTMENT:
● PERMANENT
TEMPORARY
NTE: _____

WORK SCHEDULE:
**● FULL-TIME
PART TIME
INTERMITTENT

AREA OF CONSIDERATION:
● COMMUTING AREA
NAVAJO AREA WIDE
IHS WIDE
DHHS WIDE

****INCUMBENT IS REQUIRED TO WORK SHIFTS, ON A ROTATING BASIS INCLUDING HOLIDAYS AND WEEKENDS.**

SUPERVISORY/MANAGERIAL:
YES, MAY REQUIRE ONE YEAR PROBATION
● NO

PROMOTIONAL POTENTIAL:
● YES, TO GRADE 05
NO KNOWN POTENTIAL

HOUSING:
YES, GOVERNMENT HOUSING AVAILABLE
● PRIVATE HOUSING ONLY

TRAVEL/MOVING:
MAYBE PAID FOR ELIGIBLE EMPLOYEES
● NO EXPENSES PAID

DUTIES: Incumbent is responsible for abilities to use the M-32 Supply System which consists of input of data, analysis of data, establishing issue quantity estimates, adjusting unit per levels in patient care areas, application of the economical order quantity principals and techniques, replenishment, receiving, issuing, stock controlling, cataloging, etc. The operation includes maintenance of stock control records, issues and receipts, storage allocations, stock control levels, seasonal variances and inventory adjustments. As instructed, initiates stores stock replenishment action based on review of monthly and daily M-32 reports, and records. Audits data on the M-32 System. Produces monthly and quarterly reports as established. Reviews stores stock manual (Issue Book) records indicating replenishment needed, to ensure timely action in taken for stock replenishment. Reviews item descriptions of all items handled in the M-32 system accounts. Assigns index numbers to all items. Labels, tracks and stocks medical supplies as received from Gallup Regional Supply Service Center. Reviews documents and reports for accuracy and notes any discrepancies. Incumbent is responsible for intervening and reporting discrepancies regarding overages, shortages, incorrect prices, and of disposal of obsolete or spoiled stores items. Makes suggestions to improve efficiency of the medical supply system and to economize supply usage. Works with other MSMS staff and performs duties as prescribed by the supervisor unit. Maintains a safe work environment in compliance to hospital and other regulatory agency standards. Provides technical medical supply support work in the areas of inventory management, control, distribution, cataloging, receipt and control processes. Reviews floor stock levels and replenishes stocks based upon established par levels. Receives and reviews and fills floor stock requisitions as appropriate. Expedites the delivery of urgently required items. Assists in maintaining inventory records of warehouse and direct issue supplies, their usage and other reports as assigned. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: NO

BASIC QUALIFICATIONS: Candidates must have had 52 weeks of general experience to qualify for the GS-04 grade level. Candidates must have had 52 weeks of specialized experience equivalent to the GS-04 level to qualify for the GS-05 grade level.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. Examples of the type of experience that will be credited are: providing technical medical supply support of inventory control, distribution, planning, cataloging, inputting, labeling, bar coding/scanning, supply identification/tracking systems, and supply utilization and other related supply activities in the Medical Supply Management System. This experience would have to include such things as working independently, planning, ordering, receiving, issuing, maintaining records, overseeing quality assurance activities and coordinating the availability of patient care supplies throughout the hospital and clinics.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-04, successfully completed 2 years above high school is qualifying. For GS-05, successfully completed four years above high school level in any field for which high school graduation or the equivalent is the normal prerequisite. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position grade GS-05 or below if:

1. The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have 52 weeks of service at the GS-3 level to qualify for the GS-4 grade level and 52 weeks of service at the GS-4 level to qualify for the GS-5 grade level.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards, Series GS-2005 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.

OR

B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position for which you have been separated. The position must not have greater promotion potential than the position for which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. ABILITY TO RESEARCH, ANALYZE AND DRAW CONCLUSIONS

2. KNOWLEDGE OF SUPPLY SYSTEMS AND REAL PROPERTY MANAGEMENT
3. ABILITY TO COMMUNICATE EFFECTIVELY IN WRITTEN FORMAT AND VERBALLY WITH A VARIETY OF INDIVIDUALS AND GROUPS
4. ABILITY TO MAKE SOUND DECISIONS, PRIORITIZE WORK ASSIGNMENTS, AND MEET REQUIRED DEADLINES
5. KNOWLEDGE OF BASIC PROCUREMENT PROCEDURES

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: “Declaration for Federal Employment” (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. *If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.*

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. **Resume; or OR
3. **Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

All applicants claiming Indian Preference MUST submit a copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432 (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA official, OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. NAIHS employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

Listed below are the items that would assist us in rating and ranking your application for employment:

- A. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
- B. Copy of your most recent performance appraisal.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION

WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION CONTACT: Christina Bitsilly, HR Specialist, (928) 674-7032 or email Christina.Bitsilly@ihs.gov

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

PERSONNEL CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-06-132. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
SUPPLY CLERK/TECHNICIAN, GS-2005-4/5**

1. **ABILITY TO RESEARCH, ANALYZE AND DRAW CONCLUSIONS.** This is the ability to give careful study of a given problem or project, obtain factual information, interpret, evaluate it in a logical manner in order to arrive at objectives, supportable conclusions or recommendations. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **KNOWLEDGE OF SUPPLY SYSTEMS AND REAL PROPERTY MANAGEMENT.** This is the basic knowledge of supply, equipment and real property management as set up in the federal guidelines and the ability to follow these guidelines for the purpose of effectively meeting the program goals and objectives. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **ABILITY TO COMMUNICATE EFFECTIVELY IN WRITTEN FORMAT AND VERBALLY WITH A VARIETY OF INDIVIDUALS AND GROUPS.** This is the ability to express oneself for the purposes of giving or receiving information, and making presentations orally or written to individuals or groups. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO MAKE SOUND DECISIONS, PRIORITIZE WORK ASSIGNMENTS, AND MEET REQUIRED DEADLINES.** This is to make decisions of the work to be accomplished in the order of importance and the time frame in which to be completed without so much dependence on the supervisor. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. **KNOWLEDGE OF BASIC PROCUREMENT PROCEDURES.** This is the knowledge of the federal basic procurement regulations of acquisitions and procurement processes, to effectively maintain the supplies and equipment management. Knowledge of basic procurement procedures. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

=====

C E R T I F I C A T I O N

I, CERTIFY, THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE